

St Mark's C of E Primary school.

Admissions committee minutes .

September 17th 2024: 10.00- 11.00.

Supporting documents	Agenda Item
Minutes of last Admissions meeting.	4
Admissions Committee Terms of Reference.	5
Admissions policy.	6

1	Welcome and apologies for absence. No apologies for absence received. This was a virtual meeting attended by CB, AH, HM, JF (clerked by JP).
2	Declaration of interests in agenda items. N/A.
N/A	Election of committee Chair. CB elected. HM elected as vice chair.
4	Minutes of the last meeting: - To agree accuracy. Minutes from last meeting on 27/2 were agreed as accurate. - To follow up on action points. Governors discussed the process of ranking applications, that this is only required if the school is oversubscribed. Governors agreed that the ranking process was important, that it gave them key information about families applying for places and should continue. The school shared that the process can be frustrating as the ranked applications often are not the same as the children on roll at the start of the following academic year. This was noted by the committee. It was also agreed that this committee would continue to meet to discuss the ranked applications in the Spring term. Is the link between the LA website and school's application information current? The link between the websites is in place. The school shared that the website is being updated, will be live by the end of this week, and this will be checked. Governors discussed ways of increasing the number of applications the school receives, making links with local parishes, advertising etc. Action: Minutes to be published on the school website. Governors encouraged that links be established with local parishes to establish more church led applications (Sy Mary's and St Cuthman's). Admissions information and links to be checked on new website.
5	To review Terms of Reference for this committee. No changes discussed; committee reminded of scope of this committee.
6	To review current Admissions Arrangements and for next academic. - To consider whether any changes to admissions process needs to be made. No changes to the admissions process were made. - To consider whether the school's policy needs to be updated. N/A. - To consider whether to recommend the current Admissions arrangements to the FGB. The committee agreed that the current admissions arrangements should be recommended to the FGB. Governors were informed that there had been an increase in the number of Reception pupils on roll this term compared to last September (20:14). What can be learnt from this? What actions can be replicated next year? The school shared that communications with local nurseries had been a focus, governors were encouraged by this. It was felt that the new website would also have a positive impact on

	prospective families and their view of the school. Governors discussed how having a different focus to try to increase pupil numbers each year would be a positive action. Governors were informed of anecdotal information; about positive comments being made about the school on social media. Governors encouraged the school to look for ways of using these views on publicity information. Action: The current admissions arrangements should be recommended to the full board as an agenda item at the next FGB meeting. Link new website to Facebook, if possible, to increase on-line footfall. Look at ways to continue to strengthen links with local Nurseries (e.g. inviting them to dress rehearsals of productions). Produce fliers to share in local shops and cafes. Make links with Kemp Town nurseries.
7	Succession planning. Governors discussed the need to fill vacancies on the GB. Action: Discuss/ clarify criteria for Foundation governors with clergy, to fill two vacancies. Start parent governor election process.
8	Any other business. Governors discussed the ongoing support for families in need, and the up-coming PTFA meeting.
9	Confirming date of next meeting: February 25th 2025 (10.00-11.00).

St Mark's C of E Primary school Admissions committee action log- September 17th 2024. 		
Action	Led by	Completed by
Minutes to be published on the school website.	School	Half term.
Governors encouraged that links be established with local parishes to establish more church led applications (Sy Mary's and St Cuthman's).	JF	Ongoing.
Admissions information and links to be checked on new website.	School	End of September.
The current admissions arrangements should be recommended to the full board as an agenda item at the next FGB meeting.	JP	11/11.
Link new website to Facebook, if possible, to increase on-line footfall.	School.	End of September.
Look at ways to continue to strengthen links with local Nurseries (e.g. inviting them to dress rehearsals of productions).	JF/SLT	Ongoing.
Produce fliers to share in local shops and cafes.	School.	Ongoing.
Discuss/ clarify criteria for Foundation governors with clergy, to fill two vacancies.	JF	11/11.
Start parent governor election process.	JF	11/11.

Action log compiled by John Parr
September 17th 2024.